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OFFICE OR STAFF	OFFICE CODE	REQUEST DATE	APPROVAL DATE	CONTROL NO.	Page of Pages
LOGISTICS	R	8 February 1954	FEB 12 1954	946	

DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)
PROCUREMENT DIVISION MILITARY PURCHASE BRANCH			PROCUREMENT DIVISION ADMINISTRATION & INSPECTION BRANCH				
Clerk-Stenography	GS-301 5	99.02	Clerk-Stenography	GS-301 5	57.02		
Clerk-Stenography	GS-301 5	99.03	Clerk-Stenography	GS-301 5	57.03		

2/12/54

In accordance with request from
Chief/Admin Staff/LO
No change in T/O Strength.

NEW OFFICE TOTALS	APPROVAL
T/O Strength [redacted] 25X9A2	The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received. [redacted] Chief, Class. & Wage Div. TITLE

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FORM NO. SEP 1952 30-25

T/O CHANGE AUTHORIZATION

(4-39)

25X1A9a

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STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :Chief, Classification & Wage Administration DATE:

FROM :Chief, Administrative Staff, LO

SUBJECT:Reclassification of Positions

1. It is requested that positions No. R-99.02 Clerk-Steno GS-5 and No. R-99.03 Clerk-Steno GS-5, presently in DD/A, Logistics Office, Procurement Division, Military Purchase Branch, be transferred to DD/A, Logistics Office, Procurement Division, Administration & Inspection Branch, titles and grades to remain the same.

2. This request is being made in order to adjust existing personnel due to shift in workload of the affected branches.

[redacted] 25X1A9a

LO/PD:mm (3 Feb 54)
Distribution:
1 - LO Official file
1 - PD

#946 2/9/54

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